



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #18: Command Inspection Program

1. The purpose of this memorandum is to establish policy for the implementation of guidance in AR 1-201, Army Inspection Program. The purpose of the Command Inspection Program (CIP) is to provide leaders with an assessment of their unit and assist them in corrective and sustainment actions.

2. The Albany Recruiting Battalion implements the CIP through Initial Command Inspections, staff assistance visits, and special and follow-up inspections.

a. Initial Command Inspections: Conducted within ninety days of assumption or change of Command. Purpose is to provide commander a start point of improving unit. Company initial command inspection team composition: XO, S1, S3, S4, TCCO/Facilities, Ed Spec, A & PA, and IMO. The BLT will participate and inspect special areas of emphasis.


b. Annual Inspections: Conducted one year after the initial inspection.

c. Staff Assistance Visits: Conducted at the direction of the commander through the XO to assist a company or station having difficulty in a particular area. Primarily a training visit with the intent to remedy a "can't do" situation. Examples: area canvassing/face-to-face prospecting, entering the traditional high school market.

d. Special Inspections: Conducted at the direction of the commander toward a specified unit or in a specified area throughout several units. The commander will determine purpose of these inspections. Examples: LEADS management, PMS reporting.

e. Follow-up inspections: Will generally be conducted within six months following initial or annual inspection.

3. POC is the Battalion XO at (518) 438-1104.


SANDRA E. LUFF
LTC, MI
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